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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

15 May 1974

25X1A 1. Mr. Tom Yale, Director of Finance, spoke to the DDO Support Officers advising that in order to meet the 1975 personnel cuts levied on the M&S, the Central Travel Branch would be cut by seven positions. The work load handled by these positions would have to be relocated within those components that have certifying capability. CTB would continue to handle all A-56 (domestic) travel and for the DDO travel for CCS, [REDACTED] and Ops Staff personnel, as well as central billings.

He advised that analysis of CTB past activities reflects that transfer of responsibilities would affect the division support components as follows:

Services Staff	2 man months
Division D	Complete analysis not available due to transfer of SPD activities from Commo to Div D. Div D alone was 2 man months. The 260 SPD types will undoubtedly have significant additional work load for Div D.
CI	--
25X1A [REDACTED]	1 man month
NE	5 man months
SB	5 man months
WH	6 man months
EUR	2 man months
AF	2 man months
EA	20 man months

25X1C It was recognized that continued conversion [REDACTED] will add to the work load.

Effective date will be all travel orders for travel beginning on 1 July 1974.

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